

**HAYES TOWNSHIP BOARD
SPECIAL MEETING MINUTES
February 20, 2017**

The special meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix.

Board members present were Marlene Golovich, Robin Kraft, Paul Hoadley, Matt Cunningham and Ron VanZee. Audience members signed in were Roy Griffiths, Dee Janz, Jim Rudolph, Gary Janz, Connie Saltonstall, Patty and Omar Feliciano, and Bob Jess

PUBLIC COMMENTS – No Comments

REVIEW AGENDA – Added Hoadley assist BOR, Email Policy, Building Removal at CSG Robbin Kraft made a motion, supported by Paul Hoadley to approve the agenda with additions. Motion Carried.

PARK HOST – The BOT discussed the need for a park host at CSG. One of the factors considered was whether the park will be open or closed for the summer due to construction. Matt Cunningham suggested that the park be open for the summer and any construction not begin until fall. Robbin stated that the park could stay open until construction begins. Marlene stated that more information was needed from the engineer on when bids would go out and where we are in the process. Paul stated that he thought it was important to have a park host as a presence. Ron stated he did not speak to the two applicants yet because he thought further Board discussion was needed. Everyone agrees a host is needed. Move this item to the March agenda.

ZONING BOARD OF APPEALS – Ron stated that he has received two application for the positions open on the ZBA. The consensus was to wait until after the newsletter was mailed and more residents had the opportunity to apply.

EMPLOYEE EVALUATION FORMS – Employee evaluation forms were provided to the Board for discussion. The consensus was to use criteria from the job descriptions to help perform the employee evaluations. Paul volunteered to develop a review form with the job descriptions included.

MTA CONFERENCE – Paul Hoadley made a motion, supported by Marlene Golovich to authorize Ron VanZee, Matt Cunningham and Paul Hoadley to attend the annual MTA Conference in Lansing Michigan, April 11 & 12. The three Board members attending will need overnight accommodations, Ron will stay with his son and Paul and Matt will share a room. Clerk Golovich will register the group with MTA and make room reservations.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich
Nays:
Motion carried.

Public Comments – Education is important for all board members. You may be able to get scholarships so everyone can attend.

CEMETERY PROPOSAL – Supervisor VanZee received a letter from the Danly family regarding improvements to the Undine Cemetery (see attached). The Board discussed forming a Cemetery Committee. VanZee will look into sonar scans for the Cemetery. The Cemetery ordinance needs to be reviewed and updated. Clerk will ask Anne Burnett if she is interested in being on a Cemetery Committee. Clerk to respond to the Danly letter.

Public Comments –

The cemetery is in bad shape

The grass is cut too short

May need ground cover not grass on hill

The hill should be mowed by push mower not rider

Will mow for free

Response letter should be written indicating the interest in the cemetery and the financial commitment to the large park project

Talked to a pro and he indicated that the steep hill and sandy soil will be a problem

BOARD OF REVIEW ASSISTANCE – Marlene Golovich made a motion, supported by Robbin Kraft to approve Paul Hoadley to assist the Board of Review at the March 2017 BOR meetings. Paul will be paid the same per diem as regular BOR members.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

TOWNSHIP EMAILS – Paul Hoadley suggested that an email policy be developed regarding Township officials. Paul would like to see all emailing be done on assigned Township emails and that the Clerk and Supervisor cc each other on all emails. Paul suggested that if people are sending Township emails to your personal account ask them to use your township address.

BUILDING REMOVAL AT CSG – Paul Hoadley made a motion, supported by Robbin Kraft to allow groups that purchased buildings at CSG to stay on site short term while they are dismantling the buildings. Motion carried.

POLICIES – The Board reviewed records management policy and will continue the review at the next special meeting.

Public Comment

Buy more microphones

Record meetings and transcribe later

New master plan cost projection

Chart of all grants and cost thus far & where it came from

Delay any construction until fall

Play up park again

Why are you considering anyone but Adam & Christine – they have the background we need

Doesn't previous experience at CSG carry any weight

Ron VanZee stated that there is a fund raising meeting tomorrow at 10:30 with Jen Booher. Everyone that is interested is welcome to attend.

Marlene Golovich made a motion, supported by Robbin Kraft to adjourn this meeting at 9:08 p.m.

Respectively submitted

Marlene Golovich
Hayes Township Clerk

Minutes approved as written March 13, 2017